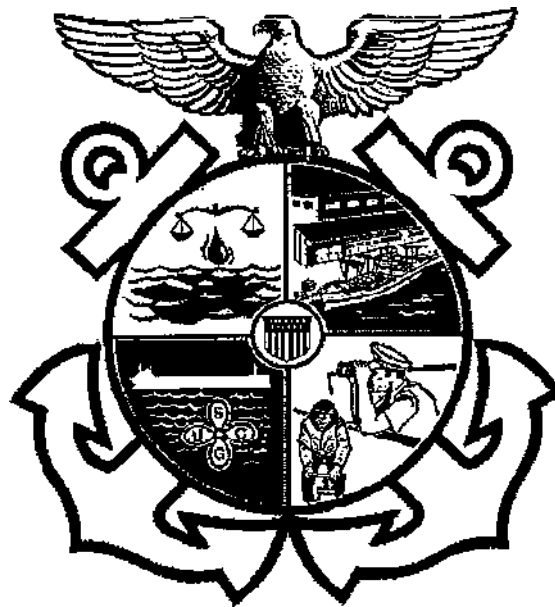

Maritime Security Inspector Foreign Vessel
(SFV)
and
Assistant Maritime Security Inspector Foreign Vessel
(SFVA)



PQS Workbook

Performance Qualification System (PQS) Guide

Maritime Security Inspector (Foreign Vessel) Qualification Code (SFV) and Assistant Maritime Security Inspector (Foreign Vessel) Qualification Code (SFVA)

This booklet is one section of your personal on the job-training (OJT) manual. It is your on-the-job guide to qualifications as a Maritime Security Inspector (Foreign Vessel). It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (i.e., the verifying officer) is to observe you perform each task several times. The verifying officer will not give credit for any task that is not performed satisfactorily. For qualification as Assistant Maritime Security Inspector (Foreign Vessel), only completion of Section VI (tasks 35-47) and tasks 13-15 and 17-19 of Section I of the PQS Workbook, the Initial Indoctrination to Marine Safety correspondence course, and successful completion of the oral board is necessary.

Multiple verifying officers may make entries in your manual. Every verifying officer must enter his or her name, rate/rank, signature, and initials in the Record of Verifying Officers section.

When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation and ensure your record is updated in the Training Management Tool (TMT).

Maritime Security Inspector (Foreign Vessel):

	Date Completed	Verifying Officer
A. Completion of Vessel Inspector qualification (HI, MI, or FV)	_____	_____
B. Completion of Initial Indoctrination to Marine Safety Course (for assistant inspectors only)	_____	_____
C. Completion of PQS Workbook	_____	_____
D. Oral board (unit level)	_____	_____
E. Completed package with documentation submitted to Training Officer/Coordinator for review.	_____	_____

All qualification requirements have been satisfactorily completed.

Training Officer/Coordinator

Date

Record of Verifying Officers:

Date	Name/Signature	Initials	Rate/Rank

References:

The following references will aid you in completing the majority of tasking in this manual:

- (a) 33 CFR 6, 101, 104, 120
- (b) Navigation and Vessel Inspection Circular (NVIC) 03-03
- (c) Navigation and Vessel Inspection Circular (NVIC) 06-03
- (d) International Ship & Port Facility Security Code and SOLAS Amendments 2002
- (e) Marine Safety Manual Volume VII, Port Security, COMDTINST M16000.12

**SFV Qualification
Task Matrix**

TSK#	TASK	DATE
01	Review compliance verification examination matrices.	
02	Review pertinent vessel information.	
03	Review available intelligence.	
04	Determine type of boarding to be conducted.	
05	Determine location of boarding.	
06	Develop boarding plan.	
07	Determine MARSEC level at port of arrival.	
08	Determine vessel's security level.	
09	Compare security level of ship with port facility.	
10	Verify that the ship has an ISSC on board.	
11	Verify that the ISSC is valid and approved by the Flag Administration/Recognized Security Organization (RSO).	
12	Confirm that the conditions for interim certifications are met.	
13	Verify that the Ship Hull Identification Number is permanently marked and matches that listed on the ISSC.	
14	Review Declaration of Security, if applicable.	
15	Review vessel's continuous synopsis record (CSR).	
16	Verify that CSR is consistent with NOA and other available information.	
17	Review approval letter from MSC for vessel's security plan, if applicable (for NON SOLAS Vessels Only).	
18	Review approval letter from CG Commandant for vessel's alternate security plan (ASP), if applicable (for NON SOLAS Vessels Only).	
19	Review letter from the master for ASP that the vessel is in full compliance with security plan, if applicable (for NON SOLAS Vessels Only).	
20	Verify that Ship Security Plan (SSP) is onboard.	
21	Verify that SSP has been approved by Flag Administration/Recognized Security Organization (RSO).	
22	Verify that SSP is available in working and other languages as required.	
23	Verify that SSP is protected against unauthorized access.	

**SFV Qualification
Task Matrix**

TSK #	TASK	DATE
24	Determine whether there are non-conformities related to the vessel's security.	
25	Observe security personnel screening persons, packages, baggage, cargo and stores.	
26	Observe access control for the ship.	
27	Identify ship security officer.	
28	Identify company security officer.	
29	Conduct interviews/ask questions to determine competency of security personnel.	
30	Determine adequacy of procedures by observing drills and exercises, as required.	
31	Identify restricted areas on the vessel.	
32	Verify that the vessel has complied with each security instruction that has been issued.	
33	Examine materiel condition of security equipment.	
34	Observe location of security activation points.	
35	Review ship's log.	
36	Review records of training, drills, and exercises.	
37	Review reports of security incidents.	

**SFV Qualification
Task Matrix**

TSK #	TASK	DATE
38	Review reports of security breaches.	
39	Review records for changes in security levels.	
40	Review records for communications for ship security.	
41	Review internal audits.	
42	Review records of Ship Security Assessments.	
43	Review records of periodic reviews of ship security plan.	
44	Review records on ship security plan amendments.	
45	Review records for maintenance, calibration, and testing of security equipment.	
46	Review declarations of security, if applicable.	
47	Review vessel manning requirements (for SOLAS Vessels Only).	
48	Advise COTP of findings.	
49	Determine if clear grounds exist for control actions.	
50	Recommend control actions as appropriate:	
51	Receive enforcement decision from COTP.	
52	Advise master of enforcement actions.	
53	Complete MISLE documentation.	

Trainee's PQS book has been reviewed and I recommend a training qualification board be scheduled.

Training Officer: _____

Date: _____

Date Qualification Board Completed: _____

Verify that all foreign vessels operating within the maritime transportation system of the United States have adequate security measures in place to deter acts of terrorism and/or transportation security incidents in accordance with all applicable sections of the International Ship and Port Facility Security (ISPS) Code and the U.S. Maritime Transportation Security Act (MTSA).

I. Determine appropriate level of law enforcement, safety and/or security verification procedures required and plan for boarding in accordance with NVIC 06-03 Chapter 3.

SFV Tasks

<u>Task Number</u>	<u>OJT Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>
01	Review compliance verification examination matrices.	_____	_____
02	Review pertinent vessel information.	_____	_____
03	Review available intelligence.	_____	_____
04	Determine type of boarding to be conducted. <ul style="list-style-type: none"> • ISPS I • ISPS II • ISPS III 	_____	_____
05	Determine location of boarding. <ul style="list-style-type: none"> • At sea • In port 	_____	_____
06	Develop boarding plan.	_____	_____

II. Determine adequacy of the vessel's security level in relation to the MARSEC level of the port of arrival in accordance with 33 CFR 104.240 (a), ISPS Part A Sect. 7.1 & 12 and applicable Coast Guard directives.

SFV Tasks

<u>Task Number</u>	<u>OJT Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>
07	Determine MARSEC level at port of arrival. <ul style="list-style-type: none"> MARSEC 1, 2, or 3 	_____	_____
08	Determine vessel's security level. <ul style="list-style-type: none"> MARSEC 1, 2, or 3 	_____	_____
09	Compare security level of ship with port facility. <ul style="list-style-type: none"> Ship should be at a security level at least as high as the port 	_____	_____

III. Verify security certificates and documentation are valid in accordance with 33 CFR 104.250, ISPS Part A Sec 19.2, SOLAS Chapter XI-1 Reg. 5, SOLAS Chap XI-2, Reg. 9.1.2 and applicable Coast Guard directives.

SFV Tasks

<u>Task Number</u>	<u>OJT Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>
10	Verify that the ship has an ISSC on board. <ul style="list-style-type: none"> International Ship Security Certificate or Interim ISSC 	_____	_____
11	Verify that the ISSC is valid and approved by the Flag Administration/Recognized Security Organization (RSO).	_____	_____
12	Confirm that conditions for interim certifications are met.	_____	_____
13	Verify that the Ship Hull Identification Number is permanently marked and matches that listed on the ISSC.	_____	_____
14	Review Declaration of Security, if applicable.	_____	_____
15	Review vessel's Continuous Synopsis Record (CSR).	_____	_____

16	Verify CSR is consistent with Notice of Arrival and other available information.	_____	_____
17	Review approval letter from MSC for vessel's security plan, if applicable (for NON SOLAS Vessels Only).	_____	_____
18	Review approval letter from CG Commandant for vessel's alternate security plan (ASP), if applicable (for NON SOLAS Vessels Only).	_____	_____
19	Review letter from the master for ASP that the vessel is in full compliance with security plan, if applicable (for NON SOLAS Vessels Only).	_____	_____

IV. Verify that security plan is onboard and kept in accordance with 33 CFR 104.410, ISPS Part A and applicable Coast Guard directives.

SFV Tasks

<u>Task Number</u>	<u>OJT Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>
20	Verify that Ship Security Plan (SSP) is onboard.	_____	_____
21	Verify that SSP has been approved by Flag Administration/Recognized Security Organization (RSO).	_____	_____
22	Verify that SSP is available in working and other languages as required.	_____	_____
23	Verify that SSP is protected against unauthorized access.	_____	_____

V. Verify ship's security provisions are in place in accordance with 33 CFR 104, ISPS Part A and applicable Coast Guard directives.

SFV Tasks

<u>Task Number</u>	<u>OJT Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>
24	Determine whether there are non-conformities related to the vessel's security.	_____	_____
25	<p>Observe security personnel screening persons, packages, baggage, cargo, and stores.</p> <ul style="list-style-type: none"> Measures to prevent unauthorized weapons, dangerous substances, and devices from being brought on board Security Level 1 <ul style="list-style-type: none"> Secure area(s) to search persons, baggage, etc. provided Checked persons/baggage segregated from unchecked persons/baggage Embarking persons segregated from disembarking passengers Ro-ros/Ferries - vehicle searches performed Unaccompanied baggage screened/searched Security Level 2 <ul style="list-style-type: none"> Frequency and detail of searches (persons, effects, vehicles) increased Unaccompanied baggage 100 percent x-ray searched Security Level 3 <ul style="list-style-type: none"> Unaccompanied baggage, thorough x-ray search (different angles), or refusal to accept Procedures for security of cargo & stores and for cargo & stores operations Security Level 1 <ul style="list-style-type: none"> Cargo, transport units, and cargo spaces routinely checked before operations Cargo checked for match to cargo documentation Vehicles routinely searched prior to loading Anti-tamper seals/methods checked Cargo visually/physically examined Scanning equipment/dogs used Stores checked for match order prior to loading Stores stowed immediately Security Level 2 <ul style="list-style-type: none"> Cargo, transport units, and cargo spaces checked in detail before operations Intensified checks that only intended cargo is loaded Vehicles search intensively prior to loading Anti-tamper seals/methods checked with greater frequency and detail Cargo visually/physically examined with greater frequency and detail Scanning equipment/dogs used with greater frequency and detail Enhanced security measures coordinated with shipper/responsible party IAW an established agreement Stores more extensively checked for match order prior to loading Security Level 3 <ul style="list-style-type: none"> Cargo loading/unloading suspended Verifying the inventory of dangerous and hazardous goods and their location Stores more intensively checked, suspended, or refusal to accept 	_____	_____

26	Observe access control for the ship.	_____	_____
	<ul style="list-style-type: none"> Measures to Prevent Unauthorized Access to ship Security Level 1 <ul style="list-style-type: none"> Security personnel require personal identification and reason to board Access points identified/manned to prevent unauthorized access Unattended spaces adjoining spaces accessible to passengers/visitors secured Security personnel appear to be briefed re: threats, suspicious persons, objects or activities and need for vigilance Security Level 2 <ul style="list-style-type: none"> Security personnel patrolling deck areas Access points to ship limited Waterside access to ship deterred Restricted zone established on shore side of ship Visitors receive escort Full or partial search of ship conducted Security Level 3 <ul style="list-style-type: none"> Access restricted to single point Access to ship limited to security personnel Directing persons on board Suspend embarkation/debarkation or evacuate ship Suspend cargo operations Move the ship to a more secure area Preparations taken for a full or partial search of the ship 		
27	Identify ship security officer.	_____	_____
28	Identify company security officer.	_____	_____
29	Determine competency of security personnel by asking questions regarding:	_____	_____
	<ul style="list-style-type: none"> Evacuation Procedures Response to security threats Access control duties General responsibilities and duties Security incident procedures Security plan auditing (SSO) Inspection, testing, calibration, and maintenance of security equipment (SSO) 		
30	Determine competency of security personnel by observing drills and exercises relating to:	_____	_____
	<ul style="list-style-type: none"> Evacuation procedures Response to security threats Access control duties Plans and means for communicating with port facilities and other vessels General responsibilities and duties Security incident procedures 		
31	Identify restricted areas on the vessel.	_____	_____

- Restricted Areas Monitored/Measures to Prevent Unauthorized Access
- **Security Level 1**
 - Surveillance Equipment in use
 - Locked/ Secured/ Roving guard for access points
 - Intrusion alarms devices in use
- **Security Level 2**
 - New restricted areas established adjacent to access points
 - Continuous use of surveillance equipment
 - Added guards for access points
- **Security Level 3**
 - Restricted areas established in proximity to security incidents
 - Restricted areas searched

32	Verify that the vessel has complied with each security instruction that has been issued.	_____	_____
33	Examine materiel condition of security equipment.	_____	_____
34	Observe location of security activation points.	_____	_____

VI. Verify that security records are being kept in accordance with 33 CFR 104.235, SOLAS Chapter XI-1 Reg. 5, ISPS Part A Sect. 10.1 and applicable Coast Guard directives.

SFV Tasks

<u>Task Number</u>	<u>OJT Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>
35	Review ship's log.	_____	_____
36	Review records of training, drills, and exercises.	_____	_____
37	Review reports of security incidents.	_____	_____
38	Review reports of security breaches.	_____	_____
39	Review records for changes in security levels.	_____	_____
40	Review records for communications for ship security.	_____	_____
41	Review records of internal audits.	_____	_____
42	Review records of Ship Security Assessments.	_____	_____
43	Review records of periodic reviews of ship security plan.	_____	_____

44	Review records on ship security plan amendments.	_____	_____
45	Review records for maintenance, calibration, and testing of security equipment.	_____	_____
46	Review Declarations of Security, if applicable.	_____	_____
47	Review vessel manning requirements. (For SOLAS Vessels Only) <ul style="list-style-type: none"> Persons with full time responsibilities for safe navigation and maintenance of vessel not overly taxed with security responsibilities 	_____	_____

VII. Given the results of an ISPS compliance verification boarding, take appropriate enforcement actions in accordance with 33 CFR 104, ISPS Part A, and applicable Coast Guard directives.

SFV Tasks

<u>Task Number</u>	<u>OJT Task</u>	<u>Date Completed</u>	<u>Verifying Officer</u>
48	Advise COTP of findings.	_____	_____
49	Determine if clear grounds exist for control actions.	_____	_____
50	Recommend control actions as appropriate. <ul style="list-style-type: none"> Denial/Entry Expulsion IMO Reportable Detentions COTP Order Customs Hold Restricting Commercial Activities Comprehensive Security Evaluations Letter of Deviation Civil Penalty Adjudication Civil Penalty Letter of Warning LOU/Surety Bond 	_____	_____
51	Receive enforcement decision from COTP.	_____	_____
52	Advise master of enforcement actions.	_____	_____
53	Complete MISLE documentation.	_____	_____

[illegible]

NOTES

This image shows a full page of blank handwriting practice paper. It features approximately 28 horizontal blue lines spaced evenly across the page. There are no margins, text, or other markings present.